



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

August 10, 2004

INDIANA BULLETIN NO. IN250-4-2

SUBJECT: FNM – Fiscal Year 2004 End of Year Instructions

Purpose: To inform employees of FY 2004 year-end deadlines.

Expiration date: September 30, 2004

Please review carefully as the due dates for year-end activities will be accelerated this year.

There should be no purchasing activity after August 13, 2004. Any purchases needed between August 13, and September 30, 2004, need to be sent to Deb Montgomery, Secretary for the Administrative Staff. Any vehicle repairs should be communicated to Barbie Manners, Budget Assistant on the Financial Management Staff, and corresponding invoices sent to her for payment. Once they have been approved make sure all travel vouchers and SF-1164's for travel are filled out and promptly mailed to Gail Voiles, Accounting Technician. For any travel occurring in September, please fill out an FNM – 170 and estimate your expenses. Mail this form to Gail Voiles by September 10, 2004.

For those employees with purchase cards, make sure to include any items that have not been approved in PCMS on your month-end estimate of unpaid obligation spreadsheet. If they have not come through PCMS to be reconciled, then they are still unpaid and need to be on the spreadsheet.

If you have any questions regarding any of this information, please contact Donna Coleman at 317-290-3200, extension 331.

/s/

JANE E. HARDISTY
State Conservationist

DIST: E